



168 Skipper Street  
Fort Mill, South Carolina 29715  
(T) 803-548-2002  
(F) 803-548-1797

## **What Makes a Good Letter of Intent**

A good letter of intent will tell us a story about the project you want to receive funding for. It should include the following:

- Who are you serving? How many? Where are your clientele from and what areas of your county are you serving? For this, the Community Boards like to see data.
- If you are a food pantry, do you use Charity Tracker? And do you utilize a food bank such as 2<sup>nd</sup> Harvest or Harvest Hope to purchase food?
- How do you do what you do? Explain about the process.
- What is the project specifically?
- On the application, you will be asked to list all the expenses as part of your project. It will also ask you to list all the potential (for this please include your request from the Foundation) and ongoing revenue sources. The budget for this should only be for the project not the organization's overall budget. The cost of the project should equal the expenses.
- Who are you collaborating with? Are you reaching out to other organizations that might be able to fill in the gaps on any needs you may have?
- How many and who are your volunteers?
- If you have received a grant from us in the last year, please explain how that money has been used.

Overall, this should be no more than a page or so. If you have never applied with us, please email me this letter at [mlineberger@springsfnd.org](mailto:mlineberger@springsfnd.org) before applying.

